

## GOVERNMENT APPROVING OFFICIAL (AGENCY ACCOUNT) SETUP/MAINTENANCE FORM

NOTE: This form should be completed by the Agency/Organization Coordinator with the required information input by the Approving Official..

### SECTION I INSTRUCTIONS

1. To add or change an Approving Official, the Approving Official completes Section II and III, signs in Section IV.
2. The A/OPC signs and dates section V and maintains a copy in their files.
3. Type of request: ☐ New (Complete entire form) ☐ Change Approving Official Information (Complete Reporting Hierarchy and only the items requiring a change.)
- 4 If changing an Approving Official, please print the name of the present Approving Official: \_\_\_\_\_
- 5 Send completed form to your servicing procurement office.

### SECTION II APPROVING OFFICIAL INFORMATION (Please Print)

*Last Name of Approving Official (maximum 24 characters) *First Name		*Middle Initial
*Agency/Organization Name (maximum 24 characters)		*Verification Information (MMN) ( )
*Business Mailing Street Address Line 1 (maximum 36 characters)		*Business Phone
Business Mailing Street Address Line 2 (maximum 36 characters)		
*City	*State	*Zip Code Country
Email Address		
Fax Number		Discretionary Code 1 (maximum 12 characters)

### SECTION III REPORTING PARAMETERS

\*Reporting Hierarchy: \_\_\_\_\_

### SECTION IV APPROVING OFFICIAL SIGNATURE

Approving Official Name: (printed for clarity) \_\_\_\_\_  
Approving Official Signature: \_\_\_\_\_ Date \_\_\_\_\_

### SECTION V AGENCY/ORGANIZATION PROGRAM COORDINATOR SIGNATURE

Approving Agency/Organization Program Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

# **GUIDE TO GOVERNMENT APPROVING OFFICIAL SET-UP AND/OR MAINTENANCE FORM**

Form used for new Approving Officials on existing accounts.

## **Section I - INSTRUCTIONS**

Indicate New or Change of information and print the present approving official's name on line indicated. NOTE: ONLY THOSE DATA ELEMENTS REQUIRING CHANGES NEED TO BE COMPLETED.

## **Section II - APPROVING OFFICIAL INFORMATION**

- 1. Name of Approving Official** - Last, First, and Middle Initial (maximum of 24 characters)
- 2. Agency/Organization Name** - Name of Approving Official's Agency (maximum of 24 characters)
- 3. Verification Information** - Your mother's maiden name.
- 4. Business Mailing Street Address Line 1** - Address where the reports will be delivered (maximum of 36 characters)
- 5. Business Phone Number** (include area code, etc.)
- 6. Business Mailing Street Address Line 2** - Additional line if needed for the address (maximum of 36 characters)
- 7. City, State, and Zip Code** (must be filled in) Country (optional)
- 8. Email Address** (Complete Internet Address)
- 9. Fax number** (include area code, etc.)
- 10. Discretionary Code** (maximum 12 characters) Alpha and/or Numeric. Agency may have up to three different discretionary codes for each cardholder.

## **Section III - REPORTING PARAMETERS**

**11. Reporting Hierarchy:** the five digit reporting code assigned to each level within the organizational hierarchy that defines the approving official's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your A/OPC for your Agency's specific codes.

## **Section IV - APPROVING OFFICIAL SIGNATURE**

- 12.** Approving Official's name (printed for clarity)
- 13.** Approving Official's signature
- 14.** Date

## **Section V - AGENCY/ORGANIZATION PROGRAM COORDINATOR SIGNATURE**

- 15.** Agency/Organization Program Coordinator Signature (required for paper submission only)
- 16.** Date